

<b>REASON FOR THIS POSITION</b>					<b>POSITION DESCRIPTION COVER SHEET</b>						
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
<b>RECOMMENDED</b>											
4. TITLE					5. PAY PLAN		6. SERIES		7. GRADE		
8. WORKING TITLE     Support Scientist					9. INCUMBENT <i>(Optional)</i>						
<b>OFFICIAL</b>											
10. TITLE     Microbiologist											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER				
GS	403	31	05	MONTH/DAY/YEAR  4/22/2002	YES     NO		MS				
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>											
1 <sup>st</sup>					5th						
2nd					6th						
3rd					7th						
4th					8th						
<b>SUPERVISOR'S CERTIFICATION</b>											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature			23. Date		
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title						
<b>FACTOR EVALUATION SYSTEM</b>											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required						6. Personal Contacts					
2. Supervisory Controls						7. Purpose of Contacts					
3. Guidelines						8. Physical Demands					
4. Complexity						9. Work Environment					
5. Scope and Effect						<b>27. TOTAL POINTS</b>				27.	
Grade based on GS Position Classification Standard for Microbiology Series, GS-403 (TS-43) dtd 12/1962.								28. <b>GRADE</b>		28.     GS-5	
<b>CLASSIFICATION CERTIFICATION</b>											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature     /S/ MARILYN STETKA								30. Date     4/22/2002			
31. Name and Title:   Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks: FLSA: N     Nonsensitive/low risk     FPL: GS-11     Standard Job #403-05								33. OPM CERTIFICATION NUMBER			

# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

## A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				05	

## B. MASTER RECORD

1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)		
GS	0403	31	0001	MICRBIOL		

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)		
1=HQ 2=FLD	8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA	5=Mgmt. CSRA 6= Leader LGEG 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO	DA
					04	22

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)		
1=Primary 2=Secondary	A I=Inactive A=Active	MO	DAY	YEAR	MO	DAY

16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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## C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)		
N E=Exempt N=Nonexempt	0 N 0=None 1=CD 219 3=SF 278 4=AD 392	A=Sched A B=Sched B 0=Excepted but not A, B, C	1N N 0=Nonsensitive 1=Noncritical			

6. WK. TITLE CD. (4)	7. WK TITLE (38)					
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8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)						10. TARGET GD. (2)				
1st	2nd	3rd	4th	5th	6th	7th	8th	0=Position Action No Vacancy A=No Change	B=Lower Grade C=Higher Grade	D=Different title and/or series E=New Position/New FTE	

11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)			
	Blank=N/A Y=Yes	State (2)	City(4)	County 3	MO	DAY	YEAR	Blank=N/A 1=PAS	MO
									4

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD(1)		
N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	MO	DAY	YEAR	MO	DAY

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)									
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev.			Maintenance Review Act 5=Desk Audit 6=Sup. Audit 7=Paper Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req.			
						5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade			

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)		
MO	DAY	YEAR	MO	DAY	YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS  
  
 Standard Job #403-05

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

As a trainee microbiologist, performs duties that are designed to orient the incumbent in the mission and work of the laboratory.

Work is selected to provide experience and training in the application of basic professional knowledge and abilities and in the use of scientific methods, procedures, and techniques; to orient and indoctrinate the incumbent in agency programs, policies, and procedures; and to provide a basis for more responsible assignments in the field of microbiology.

Performs experiments which are designed to provide answers for specific research problem areas.

Conducts literature searches for information relevant to the research methods, techniques and procedures.

Uses microcomputers to control equipment, manipulate data, and generate reports.

Maintains cleanliness and general housekeeping in the laboratory including maintenance of supplies and materials.

Records and calculates results, tabulates data, and performs elementary statistics including calculations of means, standard deviations, standard errors, and coefficient of variations.

Maintains equipment and instrumentation in top working condition, performing routine preventative maintenance and minor repairs, and promptly reporting signs of malfunction or need for major repairs.

Maintains inventory of laboratory equipment and chemicals, and assists in performing routine laboratory operations such as media preparation, housekeeping, maintenance of stock cultures, etc.

Maintains official laboratory notebooks (and computerized data base collection files where required), correctly entering results, performing calculations, noting procedural modifications and observations, etc.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Professional knowledge or working experience and training in principles and theories of microbiology, and to a lesser degree, the general principles and theories of chemistry.

Knowledge of standard biological and microbiological methods, procedures, and techniques.

Skill in accurately recording and tabulating results, and performing elementary statistical analyses.

Ability to evaluate and apply published scientific literature to work assignments.

Ability to make close observations, handle and manipulate laboratory equipment, and report findings orally and in writing.

Ability to recognize significance of unexpected results.

**2. Supervisory Controls**

The work is closely supervised, detailed instructions are provided on the use of specific procedures and techniques, and reviews are comprehensive to insure proper application of instructions and methodology. Results are closely checked for accuracy and to evaluate the development of the employee.

**3. Guidelines**

Guidelines include established methodology, manuals, technical references, and precedent investigations. The supervisor will provide the criteria for selecting the most appropriate guides and references to apply to each problem. Deviations from guidelines are referred to senior researchers for recommended action.

**4. Complexity**

Assignments are developmental in nature and consist of a variety of studies designed to provide the incumbent with experience and training in applying established microbiological and biochemical theories to on-going research projects. The work requires professional judgment in recognizing unexpected results; selecting, applying and making minor adjustments to established protocols and methods; and insuring that research data and analyses are precise and reliable.

**5. Scope and Effect**

The work involves the performance of specific experiments, analyses and measurements primarily designed to expose the incumbent to methods, standard practices and the specialized research projects.

**6. Personal Contacts**

Personal contacts are with coworkers in the laboratory, and with other microbiologists, chemists, biological and physical science technicians within the immediate work unit or other laboratories at the location. Occasionally, contacts with scientists outside the location may be required.

**7. Purpose of Contacts**

Contacts are to report results and obtain information on how to perform the work.

**8. Physical Demands**

The work sometimes requires standing for prolonged periods of time.

**9. Work Environment**

Work is performed primarily in a laboratory. Incumbent is exposed to irritant chemicals on an irregular basis; on such occasions, special safety precautions are required and the incumbent uses protective clothing and gear such as laboratory coat, safety glasses and gloves.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_